

Issue Date: **June 15, 1996**

Revised: **January 22, 2000**

ADPICS

Data Entry Guide

Appendix A

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ADPICS PCHL5750
Miscellaneous Table 64
Document Type

File Identification	User Key	Data
Document Type	AC	Advice of Change
Document Type	AV	Interagency Voucher
Document Type	BI	Bid Entry
Document Type	BP	Agency req/po for BPO Release
Document Type	CM	Standard Credit Memo
Document Type	CN	DMB Office of Design and Construction
Document Type	CO	Change Order
Document Type	CS	CS138 Request to Contract for Personal Services
Document Type	DA	Agency Direct Purchase Order
Document Type	DD	Agency Direct Purchase Order-Delegated Direct Human Services
Document Type	DF	Agency Direct Voucher Freight
Document Type	DG	Agency Direct Voucher/BPO - Grants
Document Type	DR	Agency Direct Voucher Rent/Lease to Landlords
Document Type	DT	Direct Voucher-Travel Expenses
Document Type	DU	Agency Direct Voucher-Utilities
Document Type	DV	Agency Direct Voucher
Document Type	EC	Emergency CS138
Document Type	EP	Agency Emergency Purchase Order
Document Type	IA	Agency Invitation to Bid
Document Type	IS	Agency Sealed Invitation to BID
Document Type	IV	Standard Invoice
Document Type	IW	Agency Two Step Invitation to BID

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File Identification	User Key	Data
Document Type	JT	Job Ticket
Document Type	OP	Agency Requisitions with Values of Less than \$25,000.01 to route to the office of Purchasing for Processing.
Document Type	OS	Agency PO/RQ/DP for DMB Print and Graphic Services Orders
Document Type	PA	Agency Purchase Order
Document Type	QP	Quick Purchase ITBs
Document Type	RA	Agency Requisition
Document Type	RB	Agency Blanket Purchase Order
Document Type	RD	Agency Requisition-Delegated Direct Human Services
Document Type	RG	Agency Receiving Document
Document Type	RR	Agency BPO - Rate Setting for Delegated Direct Human Services
Document Type	RS	Agency Requisition-Sole Source Without Competitive Bidding, Pricing or Rate Setting
Document Type	SI	Agency PO/RQ/DP for MSI Orders
Document Type	SS	Sole Source ITB
Document Type	TA	Travel A Authorization/Advance
Document Type	TV	Travel A Voucher
Document Type	VC	Agency Voucher